

Commonwealth of Virginia Council on Technology Services

Did You Know? Information Technology Recruitment Strategies

"Did you know?..." is a compilation of no-cost, immediate solutions that can be used by various state agencies to recruit Information Technology (IT) staff more quickly.

Advertise more quickly...

- Develop an **ad template** to distribute to IT hiring officials. Design the ad template so it contains critical information, but allows the hiring official to compose and then place the ad directly.

- Consider a priority turnaround, such as 24-hour approval, for centralized ad placement.

- Allow IT hiring officials to place non-standard ads directly.

Consider Internet recruiting sites...

- Use **free Internet recruiting sites**.

- Contact any of the 39 [VEC Field Offices](#) to post positions. Jobs are sent to [America's Job Bank](#) every night (unless a job order is marked so that it will not). Jobs are then available on the Internet for [public access](#). You can provide the Job Order to the [VEC](#) just by calling the Field Office and providing the job information over the telephone. From that one telephone contact, the Job Order seamlessly gets to the Internet.

Advertise effectively...

- Use IT **working job titles** in all recruitment advertising since applicants don't understand that job titles and uses in state agencies are sometimes mismatched.

Reference the state job title in ads for application purposes only.

Streamline classification approvals...

- Implement a **priority classification turnaround**, such as a five-ten work day turnaround (or other specified turnaround time), for all IT reclassifications.

- Streamline administrative approvals in order to speed the process

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